



Integrated Financial Management Program

Core Financial

Course Name: Assessment Cycles

Data Packet

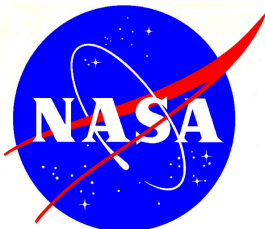


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TOPIC 1: Record Plan and Actual Consumption Quantities

ACTIVITY 1: Maintain Plan Project Consumption Data

The Consumption Data Processor has received a spreadsheet that itemizes the ODIN Catalog purchases by project that is expected in the upcoming year. Update the planned project consumption data accordingly. **Note:** The first time you run this transaction, you may receive the following message: “Fund accounting active: Layout 1-701 is unsuitable.” Press **ENTER** to bypass this message.

FIELD	DATA
Transaction Code	CJR2
Planner Profile	SAPFUND
Version	98
From Period	01
To Period	12
Fiscal Year	2003
Cost Element	<i>See Assessment Cycles Supplemental Data Sheet</i>
1st Combination	
WBS Element	62-101-11-52
Fund	SAT292003D
Functional Area	071
Form-based	Select
Overview Screen	Select
Total Plan Consumption	900,000
Distribution Key	1
Click Period Screen to view distribution method	
Post	Select
2nd Combination	
WBS Element	62-721-10-01
Fund	SAT292003D
Functional Area	112
Form-based	Select
Overview Screen	Select
Total Plan Consumption	300,000
Distribution Key	1
Click Period Screen to view distribution method	
Post	Select
3rd Combination	
WBS Element	62-101-51-49
Fund	SAT292002D

Functional Area	071
Form-based	Select
Overview Screen	Select
Total Plan Consumption	300,000
Distribution Key	1
Click Period Screen to view distribution method	
Post	Select
4th Combination	
WBS Element	62-721-10-08
Fund	SAT292002D
Functional Area	112
Form-based	Select
Overview Screen	Select
Total Plan Consumption	300,000
Distribution Key	1
Click Period Screen to view distribution method	
Post	Select
5th Combination	
WBS Element	62-721-10-49
Fund	SAT292002D
Functional Area	112
Form-based	Select
Overview Screen	Select
Total Plan Consumption	240,000
Distribution Key	1
Click Period Screen to view distribution method	
Post	Select
6th Combination	
WBS Element	62-721-10-60
Fund	SAT292002D
Functional Area	112
Form-based	Select
Overview Screen	Select
Total Plan Consumption	360,000
Distribution Key	1
Click Period Screen to view distribution method	
Post	Select
7th Combination	
WBS Element	62-376-10-15
Fund	HSF542002D

Functional Area	088
Form-based	Select
Overview Screen	Select
Total Plan Consumption	600,000
Distribution Key	1
Click Period Screen to view distribution method	
Post	Select
8th Combination	
WBS Element	62-376- 50-10
Fund	HSF542002D
Functional Area	088
Form-based	Select
Overview Screen	Select
Total Plan Consumption	600,000
Distribution Key	1
Click Period Screen to view distribution method	
Post	Select

NOTE: To complete activity, refer to Maintain Plan Project Consumption Data user procedure within the User Procedure packet.

TOPIC 2: Create and Maintain Assessment Cycle

ACTIVITY 1: Create Assessment Cycle

It is the beginning of the fiscal year and the ODIN pool has to create a new assessment cycle. As the Assessment Cycle Maintainer, create the necessary assessment cycle.

FIELD	DATA
Transaction Code	KSU1
Cycle	<i>See Assessment Cycles Supplemental Data Sheet</i>
Starting Date	10/01/2002
Enter	Select
Text	Assessment Cycle Trainer
Attach Segment	Select
Segment Name (short field)	Cycle 1
Segment Description (long field)	Assessment Cycle Trainer
Assessment CEle	9000.4100
Sender Rule	Posted Amounts
Share in %	100
Act Vals Radio Button	Select
Receiver Rule	Variable portions
Var Portion Type	Plan consumption
Scale Neg Tracing Factor	No Scaling
Sender/Receiver Tab	
Sender: Cost Center From	<i>See Assessment Cycles Supplemental Data Sheet</i>
Functional Area From	UA
Fund Group	ACFND
Receiver: Functional Area Group	ODINFA
Fund Group	ACFND
WBS Element Group	ODINPROJ
Receiver Tracing Factor Tab	
Selection Criteria Version	98
Receiver Tracing Factor Cost Element	<i>See Assessment Cycles Supplemental Data Sheet</i>
Header Data Tab	Select
Select Formal Check	Message received: "Formal cycle check was successful"
Save	Select

NOTE: To complete activity, refer to Create Assessment Cycle user procedure within the OLQR.

TOPIC 3: Periodic Processing

ACTIVITY 1: Process Assessments in Test Mode

Before beginning the monthly allocation process, the Assessment Cycle Administrator must ensure that costs from the alternate accrual process, CCR Extension, and Labor interface are accurate and complete. As the Assessment Cycle Administrator, process the assessments in test mode.

STEP 1: Run the **ZCCARPT** to display the Costs recorded that will be allocated.

STEP 2: Create the cycle to run in Test Mode and Set the Cycle to run the Cost Pool Funding Report:

FIELD	DATA
Transaction Code	ZCCARPT
Fiscal Year	2003
Period	01
Plan Version	0
Execute	Select

Note: Ensure that the following fields are empty: **Activity Type, Functional Areas.**

Transaction Code	KSU5 (this will enable you to execute the assessment cycle from the previous exercise in Test Mode . Set the cycle to run the Cost Pool Funding Report .)
Period	1
To	1
Fiscal Year	2003
Cycle Name	<i>See Assessment Cycles Supplemental Data Sheet</i>
Start Date	10/01/2002
Background Processing	Select
Test Run	Select
Detail List	Select
Transaction Code	KSEX
Select extract	Save to Excel
Execute	Select
Receiver	Select

Note: From the menu bar, go to System, List, Save, Local File. Select “spreadsheet” and select Enter. Save the extract created using KSU5 as an Excel file on desktop. Select “transfer”.

NOTE: To complete activity, refer to Process Assessments in Test Mode user procedure within the OLQR.

ACTIVITY 2: Run Cost Pool Funding Report

Using the data generated from the test processing, run the Cost Pool Funding Report to determine if any correcting transactions need to be made before the assessments are posted. These corrections could include obtaining additional cost pool funding, adjusting the consumption quantities, or adjusting the assessment cycle.

FIELD	DATA
Transaction Code	ZFI_FM_COST_POOL_FND
Cycle	<i>See Assessment Cycles Supplemental Data Sheet</i>
File Name	User Name.xls
Period	1
Fiscal Year	2003
Job Name	<i>See Assessment Cycles Supplemental Data Sheet</i>
User Name	User Name

NOTE: To run the Cost Pool Funding Report (ZFI_FM_COST_POOL_FND) – use the attached screen shots and instructions.

NOTE: To complete activity, refer to Generate Cost Pool Reports user procedure within the OLQR.

TOPIC 3: Periodic Processing

ACTIVITY 3: Process Assessments and Display Results

The assessment has been processed in test mode and validated as correct. Execute the actual assessment and display the results to verify that they match up with what was expected from the test run.

Process Assessments

FIELD	DATA
Transaction Code	KSU5
Period	1
To	1
Fiscal Year	2003
Cycle Name	<i>See Assessment Cycles Supplemental Data Sheet</i>
Job Name	<i>See Assessment Cycles Supplemental Data Sheet</i>

NOTE: To complete activity, refer to Process Assessments user procedure within the OLQR.

** Run the **ZCCARPT** and the **ZPSARPT** Reports to validate and review the cost assessed. Then using Display Results using transaction code SM37.
000000000001

FIELD	DATA
Transaction Code	ZCCARPT
Fiscal Year	2003
Period	1
Plan Version	0
Execute	Select
Transaction Code	ZPSARPT
WBS Element	<i>See Assessment Cycles Supplemental Data Sheet</i>
Plan Version	0
Fiscal Year	2002
Period	12
Transaction Code	SM37
Job Name	<i>See Assessment Cycles Supplemental Data Sheet</i>
User Name	User Name
Scheduled	Select

NOTE: To complete activity, refer to Display Results user procedure within the OLQR.

